

**DEPARTMENT OF  
LANDSCAPE ARCHITECTURE  
GUIDELINES FOR THESIS/PRACTICUM  
2024-2025**

*Available in alternate formats upon request*

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## INTRODUCTION

The final step in completing the Master of Landscape Architecture (MLA) degree is to undertake a Thesis or Practicum. This is an independent study of an approved topic in landscape architecture. The purpose of the Thesis or Practicum is for students to demonstrate mastery of the topic and be fully conversant with relevant literature. The Thesis or Practicum culminates in a public presentation coinciding with the regular schedule of graduation dates shown in [Section 6](#).

The Department of Landscape Architecture's Guidelines for Thesis/Practicum are intended to help students and committee members understand the background, general requirements, and stages of work about this part of the MLA program. They are supplementary to the rules and regulations at the University of Manitoba, more specifically to the following three documents:

- The University of Manitoba's [Graduate Academic Calendar](#)
- The Faculty of Graduate Studies' [Supplementary Regulations/Landscape Architecture](#)
- The Faculty of Graduate Studies' [Thesis and Practicum Guidelines](#)

Students must familiarize themselves with these documents. They should also review examples of theses and practica found in the Thesis Section of the Architecture/Fine Arts Library, electronically on [MSpace](#) or the departmental website under [Master of Landscape Architecture Student Work](#).

## 1: DEFINITIONS

Master of Landscape Architecture students must present, submit, and undergo an examination of a written Thesis or Practicum as part of their degree requirements.

Based on the Faculty of Graduate Studies definitions, the **Thesis** *generates new knowledge*. In contrast, the **Practicum** *applies existing knowledge in a new way*.

Transferring the general Faculty of Graduate Studies' [description](#), more specifically to landscape architecture, a

### Thesis

is a formal, comprehensive, written dissertation describing original research in landscape architecture. This original work may include:

- investigation aimed at the discovery and/or interpretation of facts related to landscape architecture

### Practicum

takes the form of an exercise in the practical application of knowledge and skills in landscape architecture. It usually involves:

- the careful definition of a problem, such as fieldwork, inventory, analysis, site selection (if appropriate) and background data,

including relevant literature and appropriate case studies and precedents

- challenge and/or possible revision of accepted theories or laws in landscape architecture, design and planning.
- ordering and synthesizing of existing findings to support a conclusion which could open up new research directions in landscape architecture.
- the application of appropriate knowledge and design and planning skills in landscape architecture to the problem
- a report of the results in landscape architecture in a manner suitable for evaluation by an examining committee.

## 2: STAGES OF WORK

The stages for a Thesis/Practicum in the Department of Landscape Architecture are described in the Faculty of Graduate Studies' Supplementary Regulations/Landscape Architecture and comprise:

- **Development and Presentation of Full Proposal** – to establish the "research question", outline goals for the work, and set a program for its execution. This stage will generally be output from LARC 7040, and is described in more detail in Section 3.
- **Preliminary Presentation** – to review fieldwork, inventory, site selection, if appropriate, and background data, including relevant literature and appropriate case studies and precedents. This stage generally includes the approval of the proposal.
- **Intermediate Presentation** – to evaluate the first draft document including text and/or drawings. This work may be presented to students and staff in the department and to special guests on the same dates as set out in the annual departmental schedule of events.
- **Final Presentation / Examination** – to examine orally and in public the final draft written document and all supporting visual material. The final examination procedure is described in more detail in Section 8.
- **Upload to the Faculty of Graduate of Studies** – the required documents and forms for the upload are described in more detail in Section 10.

All presentations are timed according to the schedule set out in Section 6. At least two public presentations (including the Final Presentation and Examination) are to be made.

Students are expected to consult regularly with their Academic or Thesis/Practicum Advisor, as appropriate, and to consult as mutually agreed upon with other Committee members/Examiners regarding their Thesis / Practicum. Students are strongly

recommended not to seek advice from their other Committee members / Examiners without the knowledge and agreement of their Thesis/Practicum Advisor.

A schedule of Thesis/Practicum Committee meetings—together with the necessary approvals to proceed after the satisfactory completion of each stage—is required to monitor the student’s progress and facilitate the productive development of the topic. The meeting schedule and working relationship will be set when students, with their Academic Advisor, complete the [FGS Advisor-Student Guidelines \(ASG\)](#) via the [Graduate Studies Hub Sharepoint](#) site.

The Academic Advisor and Committee Members will judge the satisfactory completion of each stage on the basis of whether the student demonstrates:

- mastery of the subject
- critical thinking
- competence in independent work
- ability to present ideas in written, oral and (an appropriate range of) visual forms.

All the above provisions are to comply with the requirement for all Master of Landscape Architecture students to make a public presentation of their research work no later than May/June of the calendar year following completion of their last required studio and to make further public presentations of their research work in or before each following May/June until graduation.

### **3: THESIS/PRACTICUM PROPOSAL**

Preparing, presenting, and formal approval of a well-developed Proposal is a critical step in undertaking a Thesis or Practicum. The Proposal must be clearly focused and succinct. It must be approved by the Student's Thesis/Practicum Advisor and by other committee members if already appointed prior to the commencement of fieldwork.

The Thesis or Practicum proposal is formally approved after the signed [Faculty of Graduate Studies Master’s Thesis/Practicum Proposal form](#) and a copy of the Proposal are submitted to the Faculty of Architecture Graduate Program Advisor.

The Student must also take responsibility for undertaking the ethics approval process for Research with Human Subjects if required for their research. Such approval must be granted before the Student begins their fieldwork. The Ethics Protocol Submission Form, guidelines, deadlines, etc., are available through [Human Ethics Office](#). The student should keep the original approval letter from the Research Ethics Board if approval is required.

The Thesis/Practicum Proposal must include:

- **statement of purpose** identifying the goals and objectives of the study and the questions that are to be addressed
- **background** to the Thesis or Practicum topic. This should cover principal issues to be addressed, including, inter alia, historical context and potential ramifications or impact on society and/or on the natural and human-made environment. The background must define assumptions and limitations that will proscribe the work
- **review** of pertinent literature, including identification of the most relevant sources of information and a preliminary list of references
- **methodology** – an outline of how the student proposes to carry out the research and what analytical methods are to be employed
- **schedule** of dates for completion of the work, including critical meeting dates and proposed presentation date(s) according to the cycle of presentation/graduation dates given in [Section 6](#)
- anticipated **output**, including written text, digital or manual drawings, physical or digital models, videos, etc.
- proposed **Committee** comprising an Academic Advisor / Committee Chair (a member of the Department faculty) and possible Internal and External Committee Members / Examiners.

#### **4: COMMITTEES AND EXAMINERS**

The *Academic Guide* states, for an Advisory Committee for a Master's degree:

*Advisory committees are normally selected by the advisor / co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during their research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory committee member with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.*

*The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.*

In the Department of Landscape Architecture, a Master's advisory committee comprises at least three members – the Thesis or Practicum Advisor/Committee Chair, the Internal Examiner and the External Examiner. The Internal and External Examiner may also act in an advisory as well as an examining role in the development of the Thesis/Practicum. Their respective roles will be subject to mutual agreement between the student, the Thesis or Practicum Advisor and the two other Committee Members / Examiners.

The Thesis or Practicum Committee must comprise:

- Thesis or Practicum Advisor who must be a faculty member in the Department of Landscape Architecture
- Internal Examiner who must be a faculty member or appointee in the University of Manitoba Faculty of Graduate Studies
- External Examiner who does not have to be a faculty member but must have a **Master's degree or qualifications of equivalent standing**.  
If the External Member of the committee/External Examiner is from outside of the University of Manitoba, the Faculty of Graduate Studies requires a Curriculum Vitae or Résumé indicating their professional and academic background. The External Examiner should be considered "arm's length" to the Department and the student. While the definition of arm's length is left to the discretion of the Department, it should be noted the Faculty of Graduate Studies may require justification for this selection.
- at least one (1) member of the committee must be from outside the Department.

The Thesis or Practicum Advisor will recommend a suggested Thesis/Practicum Examining Committee to the Department Head for approval. This will then be reported to the Faculty of Graduate Studies Office on the *Master's Thesis/Practicum Title and Appointment of Examiners* form **AT LEAST one (1) month prior to the Submission of the Draft Final Document to the committee** (see Section 6) if not making an Intermediate Presentation.

If committee members do not have the required qualifications, a formal application for their approval **MUST** be submitted with this form. The Faculty of Graduate Studies also reserves the right to call for justification of the selection of any External Examiner.

The graduate student and their Thesis or Practicum Advisor are responsible for completing the required forms and submitting them to the Office Assistant.

Students are free to propose Committee Members/Examiners of their own choosing – subject, of course, to agreement by the proposed Members to be on the Committee. Students are not obligated to propose their Academic Advisor (allocated upon entry to the program) as their Thesis or Practicum Advisor and Committee Chair. It is essential, however, that the interests and experience of the Committee members are appropriate for the proposed Thesis/Practicum topic. Once a student agrees to change to a new Advisor and/or to change Committee members, they must inform the Head of the Department, their original Advisor and the Graduate Student Advisor for the Department. [Appendix A](#) comprises the form that needs to be signed by all involved parties and submitted to the [Graduate Student Advisor](#).

## 5: STUDENT RESPONSIBILITIES

Students are reminded of the Faculty of Graduate Studies requirement to complete an agreement with their Academic Advisor as set out in the FGS [Advisor-Student Guidelines](#) (located on the [Graduate Studies Hub Sharepoint](#) site).

In terms of Departmental requirements, students are required to:

- submit written or graphic material to the members of the Committee prior to any meeting or review at each stage of the process
- schedule and coordinate all Committee meetings, make arrangements for any required audio / visual equipment, confirm the time and place of all meetings with all Committee members, and make room bookings
- summarize in written form at the end of each formal meeting the Committee's comments and any recommendations the Committee might make. This summary should be completed and circulated to all Committee members within one week after the meeting date
- ensure that they have formal written approval in accordance with University Policy 1406 *The Ethics of Research Involving Human Subjects*, for all surveys, interviews and similar work
- secure their own funding and necessary support for any Thesis/Practicum topic. Department staff will assist students in this endeavour, but the primary responsibility remains with the student
- ensure that their schedule for completion of the stages of work matches the schedule given in [Section 6](#)
- submit the [Master's Thesis/Practicum Title and Appointment of Examiners form](#) before making an Intermediate Presentation or (if not making an Intermediate Presentation) to the [Graduate Student Advisor](#) **AT LEAST one (1) month before the submission of the Draft Final Document to the committee**

- submit a [Presentation Booking Form](#) to the [Office Assistant](#) **AT LEAST ten (10) working days prior to any presentation**
- ensure that all other required forms are completed in a timely manner.

Students are reminded that they may **only** submit material electronically – at any stage – with the prior approval of their Academic Advisor and Committee members.

## 6: SCHEDULE OF SUBMISSIONS / PRESENTATIONS GRADUATION DATES

This schedule is based on dates set by the Senate and the Faculty of Graduate Studies as set out in the University Calendar and on reasonable lengths of time for:

- distribution of draft documents to Committee members
- Committee members to read and comment on the documents, and to meet with the student
- the student to respond to comments
- public presentation / oral examination of the work
- submission of revisions to the Academic Advisor and/or Internal Examiner for approval prior to submission of the final document to the Faculty of Graduate Studies.

The schedule is also based on the principle that there will be only four public presentation events each year (extended to a number of consecutive days as necessary to complete all presentations) and that students at the Preliminary, Intermediate and Final stages will be ready to present on those designated days. **Failure to submit materials according to the schedule above is likely to lead to a delay in graduation.** Students must be aware of Faculty of Graduate Studies submission deadlines.

Graduation in	Oct 2024	Feb 2025	May 2025	Oct 2025
Coursework completed including LARC 7040, LARC 7400*, GRAD 7300, GRAD 7500 by the end of	Fall Term 2023	Winter Term 2024	Summer Term 2024	Fall Term 2024
Presentation of PRELIMINARY Thesis / Practicum			Fri 11 Oct 2024	Fri 11 Oct 2024

<b>Graduation in</b>	<b>Oct 2024</b>	<b>Feb 2025</b>	<b>May 2025</b>	<b>Oct 2025</b>
			or other presentation date	or other presentation date
Dept deadline for submission of <u>Master's Thesis/ Practicum Title and Appointment of Examiners form</u>	Fri 22 Mar 2024 or before the Intermediate Presentation	Mon 30 Sep 2024 or before the Intermediate Presentation	Mon 16 Dec 2024 or before the Intermediate Presentation	Mon 31 Mar 2025 or before the Intermediate Presentation
Dept deadline for submission of DRAFT Thesis/Practicum to committee chair	Mon 08 April 2024	Mon 07 Oct 2024	Mon 06 Jan 2025	Mon 07 Apr 2025
Dept deadline for submission of Final DRAFT Thesis/ Practicum to committee	Mon 29 April 2024	Mon 28 Oct 2024	Mon 20 Jan 2025	Mon 28 Apr 2025
Dept deadline for submission of <u>Presentation Booking form</u>	Mon 06 May 2024	Mon 04 Nov 2024	Mon 27 Jan 2025	Mon 05 May 2025
Examination / Presentation of Thesis / Practicum	Tues 21 and Wed 22 May 2024	Mon 18 Nov 2024	Mon 10 Feb 2025	Tue 20 and Wed 21 May 2025
Dept deadline for submission of CORRECTED Thesis/ Practicum to chair and internal examiner	Wed 19 Jun 2024	Mon 02 Dec 2024	Thu 07 Mar 2025	Wed 18 Jun 2025

Graduation in	Oct 2024	Feb 2025	May 2025	Oct 2025
FGS deadline for receipt of FINAL Thesis / Practicum	Tue 27 Aug 2024	Thu 02 Jan 2025	Thu 27 MAR 2025	AUG 2025 (TBD)

\* LARC 7400 Landscape Topics is no longer required for students who started their program of study in Fall 2023 or later

The schedule also includes the new initiative created for 2024-2025 to guide advisees as a cohort and on the same schedule step by step. Students and Academic Advisors/Committee Chairs committed to this have signed and submitted the **Milestone Agreement** to the Faculty of Architecture's Graduate Student Advisor. Students of this cohort will work on their individual practicum from May to April of the following year and graduate in October.

## 7: THESIS OR PRACTICUM ADVISORS / COMMITTEE CHAIRS

At the time of entry to the MLA program, students will be assigned a full-time faculty member in the Department of Landscape Architecture as an Academic Advisor. The faculty member will be available to answer any academic questions the student may have about the program. They may also help the student in developing their research interest.

As soon as their research interest is sufficiently well defined, students will identify their Academic Advisor or another full-time faculty member of the Department, if they so wish, to act as their Thesis or Practicum Advisor and Committee Chair.

The selection of the Thesis or Practicum Advisor and Committee Chair must be approved by the Head of Department. The Committee Chair will guide the development of the proposal and administer the Thesis/Practicum process to completion. However, students are **entirely responsible** for programming their work following the stages and schedule outlined above.

The Thesis or Practicum Advisor and Committee Chair are required to participate in the decisions and approvals given at each stage of the student's Thesis/Practicum work. They will be responsible for:

- formally writing to invite and thank external committee members of the Thesis/Practicum committee;
- formalizing Committee membership

- completing an annual Faculty of Graduate Studies Progress Report AND the Faculty of Graduate Studies *Advisor–Student Guidelines* with the student (see Section 5)
- serving as the student's Advisor for elective course selection/approval (in addition to being their Instructor for Course LARC 7400: Landscape Topics if required).

## **8: FINAL EXAMINATION PROCEDURE**

When the student and Academic Advisor/Committee Chair consider the Thesis/Practicum to have reached a satisfactory level, copies of the final DRAFT document must be submitted to other members of the Committee in accordance with the schedule in [Section 6](#). The members of the Committee will review the final DRAFT document ahead of the Examination. The Committee's comments will be responded to by the student in the Examination and a CORRECTED document will be prepared, and copies circulated to the Academic Advisor/Committee Chair and Internal Examiner for final approval.

The Head of Department will act as Chair of the Examination. The Academic Advisor/Committee Chair and Committee Members/Examiners will be invited to question candidates and will have a vote on the acceptability of the Thesis or Practicum.

The format for the presentation will be:

- the Student's presentation and subsequent questioning will not exceed one hour
- the Student will give a 20 to 30 minute maximum (or shorter by mutual agreement) account of the study
- immediately after the presentation, questions will first be asked by the External and Internal Examiners and then by faculty and other attendees
- after the questioning, the Committee will withdraw and deliberate on whether or not the work has been successfully completed and what corrections may be needed before final submission of the document.
- the Student will be advised of the outcome immediately after the Committee has completed its deliberations.

The student will be responsible for the submission of a CORRECTED draft to the Advisor/Committee Chair and/or Internal Examiner, and for the subsequent submission of copies to the Faculty of Graduate Studies in accordance with the schedule in [Section 6](#). The student is also required to submit:

- one (1) electronic version of their Thesis/Practicum final document to the Faculty of Graduate Studies. The steps for this can be found on the [Faculty of Graduate Studies website](#). For help and information about submitting an electronic Thesis/Practicum, please see [Depositing Help & FAQ](#).

- one (1) bound copy (not coil bound) of their Thesis/Practicum final document with either a hard or soft cover (or proof of order) of their Thesis/Practicum final document to the Department of Landscape Architecture
- one (1) copy of their Thesis/Practicum final document to the Committee members/Examiners. They will make arrangements with the student concerning their individual requirements for a copy of the work.

## **9: HEAD OF DEPARTMENT RESPONSIBILITIES**

The Head of Department is required to:

- allocate an Advisor for each graduate student in consultation with students and members of department faculty and in order to ensure an equitable distribution of advisees between members of faculty
- approve, at the time of entry to the program, the courses (other than electives) to be taken by each graduate student
- act as Chair for student presentations
- ensure fairness and equivalency in the assessment of all Thesis/Practicum final approvals
- seek to maintain or improve the standard of work that the Department expects from every student
- maintain, with the Department's Graduate Student Advisor, a roster of active Thesis/Practicum students, Advisors and other Committee members, and a record of all completed theses / practica in the Department of Landscape Architecture.

## **10: REQUIRED PROCEDURES AND FORMS**

The Faculty of Graduate Studies has administrative processes that academic units are required to adhere to. These are recorded in the Faculty of Graduate Studies' Regulations and Departmental Supplemental Regulations and they must be read by Thesis/Practicum students. Graduate students and their Academic Advisor are responsible for completing the required forms and submitting them to the Graduate Student Advisor. A copy is placed in the student's file and forwarded to the Faculty of Graduate Studies.

- 1. Faculty of Graduate Studies Master's Thesis/Practicum Proposal Form**
- 2. Department of Landscape Architecture Thesis/Practicum Presentation Booking Form**

3. **Department of Landscape Architecture Form to Request Change of Thesis/Practicum Advisor**
4. **Faculty of Graduate Studies Master's Thesis/Practicum Title and Appointment of Examiners Form**
5. **Faculty of Graduate Studies Thesis/Practicum Final Report Form**

Final Report Submission requires the following documents:

- One (1) digital copy of the CORRECTED Thesis/Practicum to MSpace together with administrative forms to the Faculty of Graduate Studies
- One (1) bound copy (not coil bound) with either a hard or soft cover of the CORRECTED Thesis/Practicum to the Department of Landscape Architecture one month after the Faculty of Graduate Studies final submission date. Proof of order of the hard copy must be provided no more than one week after the submission of the digital version to the Faculty of Graduate Studies. Failure to provide the Department with a copy of the corrected document (or proof of order) within the allotted time periods, will result in a hold on graduation
- One (1) digital or hard copy of the CORRECTED Thesis/Practicum to the Academic Advisor and each Committee Member based on the individual submission arrangements made with each of them.
- A copy of the Master's Thesis/Practicum Final Report, signed by all members of the Examining Committee, must be submitted to the Graduate Student Advisor.

**Thesis/Practicum Copyright Licence** (not included)

In MSpace, within the thesis/practicum submission process, all students are required to complete and submit the **Thesis Copyright Licence** along with their Thesis/Practicum to the Faculty of Graduate Studies.

**Permission to Use Copyrighted Material Forms and Ethical Review Approval Form** – if applicable (not included).

# APPENDIX A: DEPARTMENT OF LANDSCAPE ARCHITECTURE REQUEST FOR CHANGE OF THESIS OR PRACTICUM ADVISOR

NOTE: A NEW STUDENT/ADVISOR GUIDELINES AGREEMENT MUST BE COMPLETED WHEN THIS FORM IS USED

**STUDENT NAME AND NUMBER:**

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Date of Submission:

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Stage of Thesis / Practicum:

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**EXISTING COMMITTEE STRUCTURE**

Current Advisor:

---

Internal Examiner:

---

External Examiner:

---

**REQUESTED CHANGE**

New Advisor:

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Signature of Student:

Date

**ADVISORS' CONFIRMATION OF CONSENT**

Signature of Current Advisor:

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Date:

I have discussed the Thesis / Practicum with the Student and I am willing to act as the Advisor and I understand that the change of Advisor is subject to the approval of the Department Head.

Signature of New Advisor:

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Date:

Signature of Department Head:

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Date: